



MEEKER
SANITATION
DISTRICT

ANNUAL BUDGET

BEGINNING JANUARY 1, 2020

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**MEEKER SANITATION DISTRICT
BOARD MEMBERS**

CHAIRMAN OF THE BOARD

MICHAEL HOKE

TREASURER OF THE BOARD

CINDY BALLOGA

SECRETARY OF THE BOARD

TRAVIS DAY

DIRECTORS

RUSSELL OVERTON

JOHN HOOPER

**MEEKER SANITATION DISTRICT
STAFF**

OFFICE

GAIL FRANTZ - OFFICE MANAGER
RACHEL WILLEY - OFFICE ASSISTANT

PLANT

KURT NIELSEN - PLANT MANAGER
KARL CASIAS - ASSISTANT PLANT MANAGER
ROBERT RALEY - PLANT OPERATOR

MEEKER SANITATION DISTRICT

PUBLIC MEETINGS SCHEDULE

REGULAR MEETING OF THE BOARD OF DIRECTORS

FIRST WEDNESDAY OF EACH MONTH

7:00 P.M.

MEEKER SANITATION DISTRICT BUILDING

265 8TH STREET

BOARD ROOM

MEEKER, COLORADO

ALL MEETINGS OF THE BOARD OF DIRECTORS
ARE OPEN TO THE PUBLIC.

MEEKER SANITATION DISTRICT

HISTORY

The Meeker Sanitation District was organized on December 4th, 1961. The Meeker Sanitation District replaced many small sewer associations that were established years before the Meeker Sanitation District was organized. The organization of the Meeker Sanitation District would allow all the people who were utilizing these associations, and any people who would like sewer service, but did not have any at that time, to use the Meeker Sanitation District. Since 1961 the Meeker Sanitation District has operated effectively for the community of Meeker.

LOCATION

The Meeker Sanitation District is located on the north bank of the White River in the Northwestern corner of Colorado in the East center portion of Rio Blanco County. The Town of Meeker is the county seat for Rio Blanco County.

GOVERNING BODY

The Meeker Sanitation District is a Special District and a political subdivision of the State of Colorado. The voters elect five Directors to serve on the District Board. Special District elections are held on the Tuesday succeeding the first Monday of May in every even numbered year. The Board of Director Members serve four-year terms, which are staggered. Two Board Members are elected one election and the other three Board Members are elected the next election.

ECONOMIC BASE

Meeker residents are employed in various activities, such as: agriculture, mining, construction, natural resources, tourism and government. An increase in jobs related to the natural gas and oil industry impacted this area substantially in 2008. The soda ash industry has slowed with one of the larger plants in the area being shut down; most of these workers were absorbed in the oil and natural gas industry. Although the oil and gas industry are alive in Rio Blanco County, it has slowed substantially. Several gas processing plants have been constructed and are employing a fraction of the workers that were here in former years. Shell Oil has shut down their oil shale processing plant, resulting in more of Meeker's residents to be unemployed and searching for new employment. Some employees for the gas processing plant have made their homes here in Meeker. The number of oil and gas drilling rigs has declined in the last couple of years, the area is seeing a few new drilling rigs move into the area recently. It was expected that the population would decrease when the pipeline and gas plant construction employees left, this happened sooner than anticipated. The District feels that the oil and gas is present here, and as prices change, we probably will be impacted in the future. The community feels the impact of the oil and gas industry leaving the area.

MEEKER SANITATION DISTRICT

2020 BUDGET MESSAGE

Introduction

The Meeker Sanitation District's 2020 budget has been prepared in accordance with the Board of Directors continuing philosophy of offering services as economically as possible. The Meeker Sanitation District has a goal of operating economically and insuring the health, safety, prosperity, security, and general welfare of the people of the Meeker Sanitation District.

Budget Highlights

The 2020 budget has been prepared by projecting revenues based on information available historically and other projections provided to the Meeker Sanitation District from the Department of Local Affairs, and the Rio Blanco County Assessor. The budget includes a section with beginning and ending fund balances.

The Meeker Sanitation District had one employee change for 2019. The District employs a Plant Manager, an Assistant Plant Manager and one Plant Operator for the wastewater treatment facility. The District has an Office Manager and an Office Assistant. The Office Assistant retired in September after being employed with the District for eight years and new Office Assistant was hired. This was the only change to the employee base in 2019. The Board of Directors has looked hard at the wages of the District employees, in 2019 all employees received a wage increase of \$0.91 per hour. For 2020 all employees will realize a wage increase of \$0.79 per hour. The officers for the Board of Directors remained the same in 2019 as they were in 2018 with the Chairperson Michael Hoke remaining the same, and Travis Day is the Secretary of the Board and Cindy Balloga is the Treasurer of the Board.

Everyone has worked diligently to minimize expenditures without jeopardizing District services and maintenance for the District's equipment and lines. The Meeker Sanitation District is committed to maintaining quality services and preserving the District's investment in the sewage treatment plant, lines and buildings. The District had an assessment of the wastewater treatment facility performed and of the collections system. In the process of having the collection system assessment done every line and manhole was video inspected and records of each line and manhole are updated in the collection system database. This information will be valuable to the District as we move forward to prioritize our treatment facility and collection system for upgrades to be made in the future. The District will be working toward obtaining funding for the future upgrades. FEMA has done a re-evaluation of the flood plain in the District. The District is not aware of the affect this will have yet, the District will be working with Rio Blanco County on the Hazard Mitigation Plan as it comes about.

The Meeker Sanitation District believes that motivated, competent and dedicated employees are essential to achieving this commitment. The Meeker Sanitation District will continue to keep costs of government economical and take an active role in promoting cooperation with other governmental entities recognizing that it benefits all citizens of the community.

The 2020 Meeker Sanitation District budget was prepared using the accrual basis of accounting. The primary services that will be provided during the 2020 calendar year are maintaining the collection system and wastewater treatment facility for sewage service.

Revenue Overview:

Revenues projected during 2020 are estimated at \$872,810.00. Property taxes increased slightly for 2019 due to changes in the Rio Blanco County Assessors valuation. Revenues are expected to be more than they were in 2019. The District will temporarily reduce the mill levy for the District from 9.47 mills to 7.47 mills. After careful consideration the Board of Directors has decided to reduce the mill levy to help those businesses in the community that pay a substantially larger portion of the property taxes than do the residential users. The District will look at increasing the user cost to help defray the continually increasing cost of wastewater treatment

The Meeker Sanitation District's Certified Assessed Value by Rio Blanco County Assessor on December 10, 2019 was \$20,112,380.00, which will generate \$150,239.00 in property tax as revenue. The Meeker Sanitation District's reduced mill levy is 7.47.

Expenditure Overview:

For the operation of the District, the estimated expenditures for 2020 have increased by \$37,034.32 from the 2019 appropriated expenditures. The District has seen an increase in the employee health insurance program, an increase in the water sampling program, an increase in sewer main maintenance, and the employees will realize a 3% wage increase based on the average of salaries.

For the 2020 budget year the office will operate with two employees and the plant will have three employees to share the duties of treating wastewater, maintaining equipment, sewer mains, grounds and buildings.

Budget Summary

The proposed 2020 operations budget has been increased by \$37,034.32 from the 2019 budget. Capital Outlay for Improvements has a separate page in the Budget. Capital Outlay is still figured in the Expenses on the total Budget outlook. The Meeker Sanitation District's budget is actively monitored throughout the year by the Board of Directors and the District staff members to ensure that operating expenditures do not exceed operating revenues.

The present staff strives to maintain the best service to the people that is possible. Members of the staff participate in continuing education classes in their respective fields to maintain a high quality of performance of their tasks. The commitment of the employees and the Board of Director Members has contributed to the success of the services provided by the Meeker Sanitation District.

Respectfully Submitted

Gail Frantz
Office Manager
Meeker Sanitation District

**MEEKER SANITATION DISTRICT
OFFICE
PROPOSED BUDGET FYE 12/31/2020**

	Actual Prior Year 12/31/2018	Appropriated for Year 12/31/2019	Estimated FYE 12/31/2019	Proposed FYE 12/31/2020
Salary - Office Manager	\$ 57,474.86	\$ 59,574.30	\$ 60,546.48	\$ 61,215.94
Meeting Allowance	\$ 890.78	\$ 2,000.00	\$ 609.96	\$ 2,000.00
Salary - Office Assistant	\$ 25,779.20	\$ 27,339.52	\$ 35,627.36	\$ 43,243.00
Directors Fees	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
Attorney	\$ 18,900.00	\$ 18,900.00	\$ 18,900.00	\$ 18,900.00
Retirement	\$ 14,734.08	\$ 15,386.99	\$ 16,465.18	\$ 17,790.67
Unemployment Tax	\$ 322.63	\$ 336.94	\$ 360.55	\$ 389.58
Social Security & Med	\$ 8,292.04	\$ 8,592.01	\$ 9,194.06	\$ 9,934.21
Health Insurance	\$ 44,520.20	\$ 48,689.48	\$ 51,462.46	\$ 50,393.62
Audit	\$ 4,700.00	\$ 4,800.00	\$ 4,850.00	\$ 5,000.00
Bonds- Liability Ins.	\$ 2,536.31	\$ 2,860.00	\$ 2,860.00	\$ 3,003.00
State Comp. Ins.	\$ 220.24	\$ 300.00	\$ 300.00	\$ 300.00
Office Supplies	\$ 7,664.44	\$ 10,000.00	\$ 12,278.12	\$ 8,000.00
Phone	\$ 2,737.01	\$ 2,600.00	\$ 2,835.72	\$ 2,600.00
Treasurers Fee	\$ 6,493.18	\$ 9,535.66	\$ 7,394.97	\$ 8,505.23
Tax Abatement	\$ -	\$ 500.00	\$ -	\$ 500.00
Unclassified Misc.	\$ 1,742.99	\$ 2,000.00	\$ 2,506.20	\$ 1,500.00
SDA Dues	\$ -	\$ 800.00	\$ 828.06	\$ 800.00
Education	\$ 1,920.04	\$ 2,500.00	\$ 854.17	\$ 1,500.00
Electricity	\$ 622.85	\$ 650.00	\$ 679.32	\$ 650.00
Natural Gas	\$ 633.89	\$ 750.00	\$ 681.66	\$ 900.00
Water	\$ 289.55	\$ 310.00	\$ 301.95	\$ 310.00
Interest & Election Exp	\$ 18.72	\$ 1,200.00	\$ -	\$ 500.00
Building Maintenance	\$ 1,383.03	\$ 1,500.00	\$ 2,098.66	\$ 1,000.00
Contingency	\$ -	\$ 5,000.00	\$ -	\$ 10,000.00
TOTAL	\$ 206,376.04	\$ 230,624.90	\$ 236,134.88	\$ 253,435.25

**MEEKER SANITATION DISTRICT
PLANT
PROPOSED BUDGET FYE 12/31/2020**

	Actual Prior Year 12/31/2018	Appropriated for Year 12/31/2019	Estimated FYE 12/31/2019	Proposed FYE 12/31/2020
Salary - Plant Manager	\$ 71,059.35	\$ 72,770.46	\$ 72,488.00	\$ 74,412.10
Salary - Asst. Plant Manager	\$ 56,315.69	\$ 58,801.60	\$ 58,801.60	\$ 59,107.06
Salary - Plant Employees	\$ 31,279.92	\$ 33,430.08	\$ 33,430.08	\$ 31,870.80
Overtime & On Call Time	\$ 18,056.47	\$ 24,479.60	\$ 24,898.06	\$ 25,873.73
Retirement	\$ 24,209.06	\$ 26,008.32	\$ 26,008.32	\$ 26,203.13
Social Security & Med	\$ 13,526.12	\$ 14,495.36	\$ 14,495.36	\$ 14,631.67
Unemployment Tax	\$ 530.14	\$ 568.45	\$ 568.45	\$ 573.79
Health Insurance	\$ 73,860.87	\$ 80,788.78	\$ 80,788.78	\$ 83,626.39
State Comp. Insurance	\$ 2,906.76	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00
Liability & Property Ins.	\$ 25,523.05	\$ 28,146.36	\$ 28,146.36	\$ 29,553.68
Electricity	\$ 73,936.60	\$ 78,000.00	\$ 75,229.92	\$ 78,000.00
Natural Gas	\$ 11,269.56	\$ 15,000.00	\$ 15,100.18	\$ 25,000.00
Phone	\$ 6,573.97	\$ 6,800.00	\$ 5,351.52	\$ 6,000.00
Trash	\$ 1,020.00	\$ 1,200.00	\$ 1,060.00	\$ 1,200.00
Vehicle Fuel	\$ 3,126.12	\$ 5,000.00	\$ 3,130.28	\$ 4,000.00
Vehicle Maintenance	\$ 1,746.63	\$ 5,000.00	\$ 2,397.12	\$ 4,000.00
General Maintenance	\$ 31,778.66	\$ 50,000.00	\$ 30,289.80	\$ 35,000.00
Chlorine System	\$ 355.25	\$ 3,000.00	\$ 532.92	\$ 1,100.00
Lab Supplies	\$ 3,409.99	\$ 4,500.00	\$ 2,028.46	\$ 4,000.00
Office Supplies	\$ 1,585.95	\$ 2,000.00	\$ 8,716.92	\$ 2,000.00
Permit Admin. Fee	\$ 4,631.00	\$ 6,000.00	\$ 4,630.00	\$ 6,000.00
Education	\$ 2,626.29	\$ 5,000.00	\$ 2,539.44	\$ 3,000.00
Safety	\$ 2,836.51	\$ 4,000.00	\$ 2,135.52	\$ 3,000.00
Sludge Application Fee	\$ 114.18	\$ 280.00	\$ 280.00	\$ 150.00
Sewer Main Maint.	\$ 24,789.79	\$ 10,000.00	\$ -	\$ 10,000.00
Testing	\$ 1,339.00	\$ 2,000.00	\$ 1,678.80	\$ 2,000.00
Miscellaneous	\$ 1,663.31	\$ 3,000.00	\$ 6,001.84	\$ 4,500.00
Land	\$ 152.33	\$ 2,500.00	\$ 1,101.12	\$ 2,500.00
Water Sampling	\$ 6,839.00	\$ 11,000.00	\$ 10,523.50	\$ 12,000.00
Professional Services	\$ 20,843.30	\$ 15,000.00	\$ 10,947.60	\$ 20,000.00
Contingency	\$ 12,362.26	\$ 17,981.77	\$ -	\$ 31,672.40
TOTAL	\$ 530,267.13	\$ 592,150.78	\$ 528,699.95	\$ 606,374.75

**MEEKER SANITATION DISTRICT
ESTIMATED REVENUES
PROPOSED BUDGET FYE 12/31/2020**

	Actual Prior Year 12/31/2018	Estimated FYE 12/31/2019	Proposed FYE 12/31/2020
Sewer Service	\$ 586,619.90		
Property Taxes	\$ 129,278.69		
Specific Ownership	\$ 5,174.54		
Delinquent Tax and Interest	\$ 560.90		
Interest Income	\$ 19,528.36		
Miscellaneous	\$ 16,127.14		
Vault Water	\$ 19,173.76		
Grants	\$ -		
Connection Fees	\$ 6,500.00		
Property Taxes		\$ 147,899.28	\$ 150,239.00
Specific Ownership Tax		\$ 6,145.66	\$ 5,000.00
Delinquent Taxes		\$ (36.81)	\$ 250.00
Tax Interest		\$ 557.76	\$ 250.00
Service Charges		\$ 590,984.02	\$ 658,071.00
Miscellaneous Revenue		\$ 45,548.73	\$ 20,000.00
Interest Income		\$ 22,819.39	\$ 25,000.00
Vault Water		\$ 1,600.00	\$ 1,000.00
SUBTOTALS		\$ 815,518.03	\$ 859,810.00
Grants		\$ -	\$ 800,000.00
Connection Fees		\$ 6,500.00	\$ 13,000.00
TOTALS	\$ 782,963.29	\$ 822,018.03	\$ 1,672,810.00
2018 Valuation	\$19,799,100.00	Mill Levy	7.47
			\$ 147,899.28
2019 Valuation	\$20,112,380.00	Mill Levy	7.47
			\$ 150,239.00

**MEEKER SANITATION DISTRICT
CAPITAL IMPROVEMENTS
PROPOSED BUDGET FYE 12/31/2020**

Capital Improvements for 2019		Capital Improvements for 2020		
Plant Improvements Collection System	\$ 37,740.00	Plant Improvements		
		Building Repairs: Doors, Windows	\$ 20,000.00	
		Laptop for Plant CPU Program	\$ 3,500.00	
		Metal Building Repairs	\$ 650,000.00	
		Plant Berm Replacement	\$ 800,000.00	
Plant Miscellaneous		Plant Miscellaneous		
Office Improvements		Office Improvements		
	\$ 37,740.00		\$ 1,473,500.00	
	Actual Prior Year 12/31/2018	Appropriated for Year 12/31/2019	Estimated FYE 12/31/2019	Proposed FYE 12/31/2020
Capital Improvements	\$ 19,546.44	\$ 1,313,500.00	\$ 37,740.00	\$ 1,473,500.00

**MEEKER SANITATION DISTRICT
PROPOSED BUDGET
FYE 12/31/2020**

	Actual Prior Year 12/31/2018	Estimated FYE 12/31/2019	Proposed FYE 12/31/2020
BEGINNING FUND BALANCE	\$ 997,248.71	\$ 1,024,022.39	\$ 1,043,465.59
REVENUES:			
Service Charges	\$ 586,619.90	\$ 590,984.02	\$ 658,071.00
Property Taxes	\$ 129,278.69	\$ 147,899.28	\$ 150,239.00
Specific Ownership	\$ 5,174.54	\$ 6,145.66	\$ 5,000.00
Delinquent Taxes & Interest	\$ 560.90	\$ 520.95	\$ 500.00
Interest	\$ 19,528.36	\$ 22,819.39	\$ 25,000.00
Miscellaneous	\$ 16,127.14	\$ 45,548.73	\$ 20,000.00
Vault Water	\$ 19,173.76	\$ 1,600.00	\$ 1,000.00
SUBTOTAL	\$ 776,463.29	\$ 815,518.03	\$ 859,810.00
Connection Fees	\$ 6,500.00	\$ 6,500.00	\$ 13,000.00
Grants	\$ -	\$ -	\$ 800,000.00
TOTAL REVENUES	\$ 782,963.29	\$ 822,018.03	\$ 1,672,810.00
TOTAL RESOURCES	\$ 1,780,212.00	\$ 1,846,040.42	\$ 2,716,275.59
EXPENDITURES:			
Plant	\$ 530,267.13	\$ 528,699.95	\$ 606,374.75
Office	\$ 206,376.04	\$ 236,134.88	\$ 253,435.25
SUBTOTAL	\$ 736,643.17	\$ 764,834.83	\$ 859,810.00
Capital Outlay	\$ 19,546.44	\$ 37,740.00	\$ 1,473,500.00
TOTAL EXPENDITURES	\$ 756,189.61	\$ 802,574.83	\$ 2,333,310.00
ENDING FUND BALANCE	\$ 1,024,022.39	\$ 1,043,465.59	\$ 382,965.59